

ATLANTA PLANNING ADVISORY BOARD

CITY OF ATLANTA
55 TRINITY STREET, SUITE 1450
ATLANTA, GA 30303

June 18, 2007

07- C -1621

55 Trinity Street
Suite 2700
Atlanta, GA
3030

By Electronic Mail: municipalclerk@atlantaga.gov

ATTN: R. D. Johnson, CMC

Dear Ms Johnson,

I am writing to provide you with the name of the person who has been elected to serve on the Citizen Review Board for the group of NPUs G through L. Ms Kathy Crawford was elected to serve in this capacity on June 14th, 2007. Ms Crawford's contact information is provided below.

Kathy Crawford, 136 Oakcliff Court NW, Atlanta, GA 30331
404 259 8568

Please do not hesitate to contact me if you need additional information or if we can be of further assistance.

Sincerely,

Ronald A. Lall
Ronald A. Lall
President

PRESIDENT – R. LALL, VICE PRESIDENT – D. THOMAS, RECORDING SECRETARY – S. WILSON, CORRESPONDING SECRETARY – D. COLLINS

P. ALVELDA, R. RAUH, E. RANNEY, P. MASON, J. SCHNEIDER, C. AIKEN, O. WHEELER, C. RICHARDS, L. WIGGINS,
R. HEWITT, JR., T. CLAYTON, C. STALLWORTH, A. STOUT, L. O'QUINN, C. SNYPE CRAWFORD, B. SIMMS,
J. BROWN, L. HOFFMAN, D. BRYANT, T. SMITH, C. VAUGHN

Clerk Assistant, Municipal

From: Ronald Lall [ronald.lall@gmail.com]
Sent: Friday, July 20, 2007 2:34 PM
To: Clerk, Municipal
Subject: appointment to Citizen Review Board
Attachments: R. Johnson061807.pdf

Ms Johnson,

I have been informed that there might be an outstanding appointment to the Citizen Review Board from the Atlanta Planning Advisory Board. I have attached a letter to this email that was sent to your office in June, following the selection of the remaining Advisory Board appointee.

Please confirm that you have received this communication.

thanks

Ronald Lall

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It is our earth, not yours or mine or his. We are meant to live on it, helping each other, not destroying each other. - J. Krishnamurti

7/20/2007

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KATHY CRAWFORD

126 Oakhill Court NW
Atlanta, GA 30331-1632

Voice: (404) 259-8268
kashercrawford@bellsouth.net

SUMMARY

Accomplished Administrative Manager. Career success working in fast-paced, team-oriented corporate and academic environments. Recognized for assuming leadership roles to ensure assigned projects were completed on time and on budget. Clearly demonstrates organizational, technical and interpersonal skills. A resourceful and flexible professional. Holds a Master of Science degree in Managerial Leadership.

TECHNICAL SKILLS

- Proficient in Windows, MS Office Suite, Access, Outlook, Internet Explorer and Netscape
- Accomplished in MS Publisher, QuickBooks, FrontPage, Corel Draw, Adobe Acrobat and HTML
- Knowledgeable in PeopleSoft, Lotus Notes, Quicken, AutoCAD, FileMaker Pro and SCT Banner
- Skilled in the use of computer equipment operations, peripherals and various office machines

PROFESSIONAL EXPERIENCE

ALLIED AUTOMOTIVE GROUP Decatur, GA

2004 - 2007

Revenue Analyst

Identified month end close revenue journal entries and monitored manual/electronic billings. Managed cash applications and monthly billing accruals. Minimized collections, adjustments and refunds. Developed and maintained customer relationships. Made decisions on credit worthiness and collection escalation processes. Maintained daily interaction with terminals, management and customers on revenue issues.

NATIONAL-LOUIS UNIVERSITY Atlanta, GA

2002 - 2003

Corporate Enrollment Consultant

Provided guidance and assistance to potential students regarding the admissions process and available programs. Evaluated and resolved student issues and problems. Reviewed applications for compliance. Coordinated and facilitated informational seminars. Conducted all sales activities to meet enrollment goals.

AT&T Atlanta, GA

1998 - 2001

District Administrative Supervisor

Provided executive administrative support to District Manager. Served as HR generalist for 135 employees nationwide on payroll, benefits, compensation, and labor relations. Ensured compliance to company policies (EEO, HIPAA, FMLA, ADA) and union contract regulations. Responsible for clerical staffing, supervision, coaching, and employee development. Managed the district expense budget of \$6M, including AP/AR. Facilitated district training; coordinated conferences and employee events. Directed all supplier management, contract and purchasing functions. Managed space planning, office moves, and PC procurement/disposition.

Supervisor

1998

Provided PC help desk support during implementation of Microsoft Windows application. Resolved shipping/receiving problems regarding warehouse inventory. Managed implementation of sizeable projects.

EDUCATION

Master of Science - Managerial Leadership, National-Louis University, Atlanta, GA

B.A. Applied Behavioral Science, National-Louis University, Atlanta, GA

fax

Subject: Kathy Crawford Resume

cc:

Date: August 16, 2007

To: Ms. Griffin/City Council

Phone Number: 404-330-6646

Fax Number: 404-658-7385

From: Kathy Crawford

Phone Number: 404-259-8568

Fax Number: 404-691-7072

Comments: Call me at 404-699-4596 should we need to talk further.

Respectfully

Kathy Crawford